

## **Public Convenience or Necessity**

ABC applications for certain Alcohol licenses for Type 20, 21, 40, 42, 48, and 57, in census tracts that are either over-concentrated in licenses or high-crime (over 120%), require that a Public Convenience or Necessity investigation be conducted by the local law enforcement agency. The San Diego Police Dept. is the agency responsible for conducting these investigations for businesses applying for California Alcohol Beverage Control (ABC) licenses within the City of San Diego.

The San Diego Police Department conducts a thorough investigation to determine if the business would be a necessity or convenience to the community. There are many factors that are considered in making the determination.

### **Please follow the necessary steps prior to arriving at the Office of the City Treasurer:**

1. Go to ABC at the following locations and ascertain if a Public Convenience or Necessity is necessary. ABC can determine if it is necessary and supply the relevant census tract, concentration number and crime rate. Obtain their 245 form. Their addresses are listed below:

#### **Alcohol Beverage Control**

1350 Front Street, Room 5056

San Diego, CA. 92101

(619) 525-4064

[SDG.Direct@abc.ca.gov](mailto:SDG.Direct@abc.ca.gov)

#### **Alcohol Beverage Control (North County)**

570 Rancheros Drive, Suite 240

San Marcos, CA. 92069

(760) 471-4237

[SMC.Direct@abc.ca.gov](mailto:SMC.Direct@abc.ca.gov)

2. Take your copy of the ABC 245 form to the Office of City Treasurer for payment. The fee for a Public Convenience or Necessity Investigation is \$1,552.00. Please ensure a contact name and phone number are written on the top line of the ABC 245 form.

#### **Office of the City Treasurer**

1200 Third Ave, Suite 100

San Diego, CA 92101

Phone: (619) 615-1500

Fax: (619) 533-3272

3. The City Treasurer will accept the ABC 245 form and payment and forward the information to the San Diego Police Department.

4. The San Diego Police Department has **90** days from the date the Public Convenience or Necessity form is accepted by the Office of City Treasurer to conduct its investigation. Once the investigation process has been completed, the San Diego Police Department will inform the applicant of its investigation results via certified written letter.
5. If approved, the applicant can take the written approval to ABC for processing.
6. If the Public Convenience or Necessity is denied by the San Diego Police Department, the applicant will have ten days to formally respond to the denial. The response should be submitted in the form of a written letter requesting an appeal of the decision. The appeal is an informal process overseen by the Administrative Hearing Program (AHP) located at: 110 West C Street, Suite 2002, San Diego, CA 92101.

Appeal requests and supporting documentation should be mailed to:

**San Diego Police Department**  
Permits and Licensing, MS #735  
1401 Broadway, San Diego, CA 92101

If you have questions pertaining to the Public Convenience or Necessity process, you may contact the Vice Permits and Licensing Sergeant at (619) 531-2282.